



Student Life and Development
University of Hawai'i at Mānoa
2445 Campus Road, Hemenway 107
Honolulu, Hawai'i 96822
(808) 956-7043

Dear Applicant:

Thank you for your interest in University of Hawai'i at Mānoa (UHM) student media. Student fees, advertising sales, and other revenues support all of the Student Media Board's (SMB) programs, publications, and services. These include KTUH, Ka Leo, Hawai'i Review and UH Productions. Students who participate in the SMB programs must be registered UHM students in good standing and carrying a minimum course load as specified in the SMB Bylaws. Please refer to the attached SMB documents for the job descriptions, minimum qualifications, duties and responsibilities for more information about your desired position.

No single program, publication, or service of the SMB stands alone. Coordination between the editorial departments, advertising department, public relations, video and radio productions, and circulation is essential to the success of all SMB programs. Please note that some programs have rigorous production schedules and critical deadlines, often requiring more of your time. The SMB expects each of its student-led programs to be created on schedule, to be of the highest-possible quality, and to be produced within budget. Included in this application packet, you will find:

1. Program Head application form
2. Position description
3. SMB Strategic Planning Goals

If you wish to read a copy of the board's charter, bylaws, and operating rules, please contact the SMB student chairperson, Yu Sasaki, at uhsmb@hawaii.edu.

To file a complete application you must please include the following:

1. Completed application form
2. Cover letter addressing why you applied and why you should be considered
3. A current résumé (including 3 professional/academic references—name, phone, email)
4. An essay, no more than ten (10) pages (detailing your program goals, a plan of action, and a critique of the program you have applied to lead. Please also include all previous management experience you have had).
5. Letters of recommendation (optional)
6. Portfolio or work sample

Please provide electronic and print versions of your cover letter, résumé, and essay. The deadline is 4:30pm on Wednesday, March 9th, 2016.

If you have any questions, please contact the SMB student chairperson, Yu Sasaki at uhsmb@hawaii.edu.

Sincerely,

Yu Sasaki, SMB Chairperson

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION INSTITUTION